

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 200701
Grade 26**

EMERGENCY MANAGEMENT SPECIALIST II*

DEFINITION OF CLASS:

This is full performance professional level emergency management and homeland security work. For the assigned specialty area, an employee in this class performs the full range of duties relative to the specialty area, including planning, direction and coordination of all activities related to the specialty area; e.g., emergency preparedness, disaster response, mitigation, and recovery. Contacts include all levels of County departments including public safety personnel, staffs of department directors, and members of the public. The purpose of these contacts is to provide subject-matter expertise, advice and recommendations; to present and defend matters of substantive, far-reaching significance and/or controversy to top departmental and County decision-makers; to coordinate collaborative efforts; and to request from or provide information to a number of different individuals/organizations. This class of work entails some public service/assistance, but it is incidental to the primary focus of the work.

Incumbents in this class are responsible for overseeing all aspects of the assigned OEM/HS program; analyzing and assessing the current and revised procedures and methods employed in program planning and implementation; evaluating related trends; coordinating and resolving issues that arise regarding the assigned program. The employee has full technical responsibility for the work and proceeds independently to plan and carry out the work, collaborating with internal and external stakeholders, as appropriate. The work is carried out in accordance with professional principles and practices, applicable laws and regulations, and established policies and procedures. Guidelines covering the work include Federal, State and local laws and regulations and general County policies and procedures which frequently require interpretation, development of new approaches, and/or tailoring to meet County needs. The employee uses initiative, resourcefulness, experience and judgment in researching trends, developing and establishing new methods and precedents and their application in the conduct of the work. The employee has wide latitude with respect to the organization and presentation of data. Job complexity involves varied duties such as advising, investigating, analyzing, defending positions and balancing numerous diverse and complex issues in an environment of conflicting requirements. The scope and effect of the work are substantial in that they involve technical oversight responsibility over programs that affect the health, safety and welfare of all County residents relative to the assigned program. The work is primarily sedentary, and is performed in a typical office setting.

EXAMPLES OF DUTIES: (Illustrative Only)

- Develops and implements plans, policies and procedures for assigned program(s).
- Oversees and manages response efforts, including alert and emergency management systems.
- Plans, conducts and evaluates training, exercises, and drills related to disaster plans to ensure County-wide readiness.
- Coordinates with other local jurisdictions, State and Federal agencies, including the Department of Homeland Security and the Federal Emergency Management Agency, to develop and evaluate regional response plans.

- Establishes and maintains working relationships with other County department staff involved in emergency management.
- Conducts planning efforts, including the County's emergency operations plan, mitigation plans, and continuity of operations plans.
- Plans, coordinates and/or conducts preparedness and community outreach efforts.
- Chairs the County's Local Emergency Planning Committee (LEPC).
- Represents the County on regional emergency response committees and before citizen groups and other outside organizations.
- Oversees the public warning and notification systems, including administration of Alert Montgomery, emergency operations center readiness.
- Participates as a member of State and local advisory boards; e.g., the Maryland STORMREADY Advisory Board.
- Manages the County's SKYWARN and STORMREADY programs.
- Manages the County's hazardous materials use permit program.
- Ensures compliance with Federal, State and local emergency management guidance.
- Manages the emergency operations center's WebEOC.
- Develops emergency management plans; e.g., continuity of operations, emergency operations, and evacuation plans.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of all specialty emergency management/homeland security areas.
- Good knowledge of, or the ability to quickly develop, an understanding of County geography, government organization, functions, and lines of business, especially the location and operation of other government, non-government, and public safety organizations that interact with the Office.
- Extensive knowledge of the mandates, theories, regulations and practices that govern emergency management/homeland security.
- Knowledge of and ability to apply quality control procedures.
- Ability to manage projects/programs; and analyze information from policies and regulations. Ability to effectively communicate, interact and collaborate with a wide variety of County employees and groups (e.g., public safety officials/employees, support organizations, members of the community, Federal and State officials) in rapidly changing and potentially stressful situations.
- Skill in oral and written communication and collaboration.
- Proficiency in the use of information technology tools applicable to the field of emergency management.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Thorough (five (5) years) applicable professional experience in emergency management and/or public safety plans and practices; disaster recovery; hazard mitigation; exercise planning and coordination.

Education: Bachelor's degree from an accredited or university in such fields as emergency management, public safety, public administration, or a related field.

Equivalency: An equivalent combination of education and experience may be substituted.

License: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: January, 2013

Revised: August, 2013

April, 2015